NEC

Intelligent Hybrid System



Single Line Telephone
Quick Reference Guide

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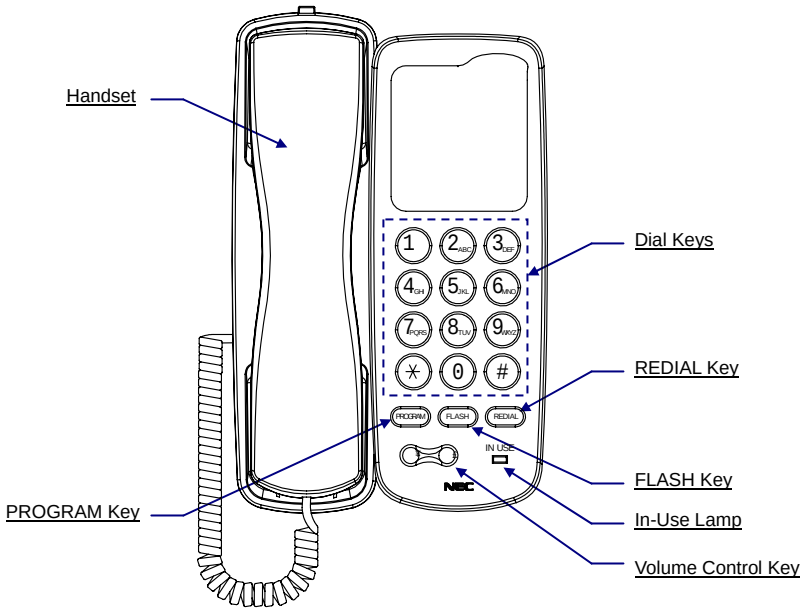
Before using Your Telephone…

Thank you for purchasing the NEC "Xen Topaz" system.

Due to the flexibility built into the system, your **Dialling Codes and Feature Capacities** may differ from those in this guide. Check with your Supplier / System Administrator and make a note of any differences.

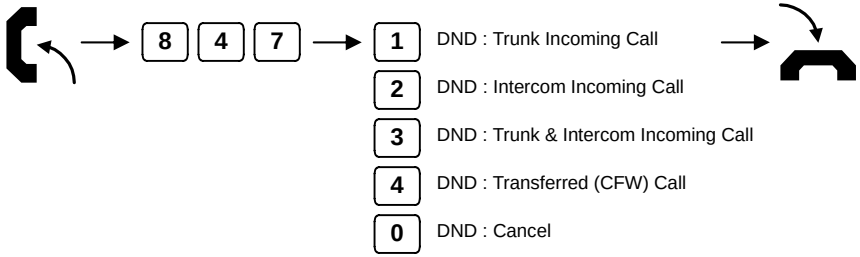
Using Your Telephone

This User Guide describes general analogue Single Line Telephone (SLT) procedures.
Refer to the User Guide included with to your specific SLT for details on additional key functions.



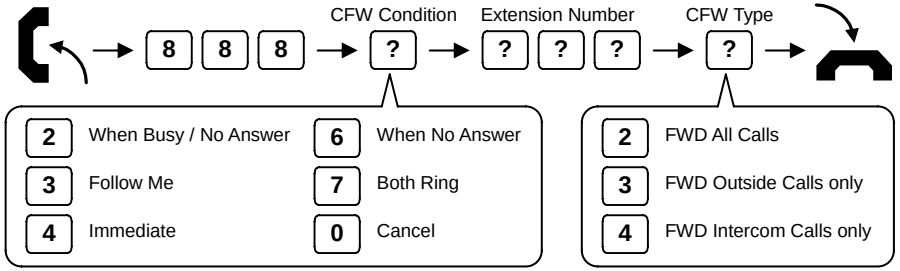
For more convenient use…

Do Not Disturb (DND)



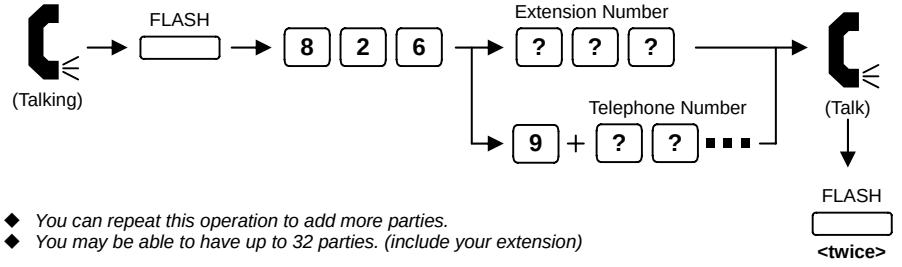
◆ *When you set DND function, the Internal Dial Tone pattern is changed.*

Call Forwarding / Follow Me



◆ *When you set Call Forwarding function, the Internal Dial Tone pattern is changed.*

Conference



◆ *You can repeat this operation to add more parties.*
◆ *You may be able to have up to 32 parties. (include your extension)*

Answering Calls

Picking up a call for other Extensions

In same Group → 8 6 7

In other Groups → 8 6 9

Pickup for Specified Extension → 7 1 5 → Extension Number ? ? ?

- *System setting is necessary to make Call Pickup Group. Ask your Supplier.*

Hold / Transferring Calls

Holding a Call / Retrieving a own Held Call

Hold → FLASH → (Talking) (Don't hang up)

Retrieve → FLASH

- *If you go on hook, the held call will ring back.*
- *This operation puts your call on Exclusive Hold. Other extension user can not take the call off Hold.*

Retrieve a held outside call

7 7 2 → Trunk No. you want to retrieve ? ?

Transferring a Call to the other Extension

(Talking) → FLASH → Extension Number ? ? ? → (Announce)

Placing Calls

Place an Outside Call

9 → Telephone Number ? ? ? ? ...

8 0 4 + ? (Trunk Group No.) → Telephone Number

8 0 5 + 0 5 (Trunk No. (e.g. Trunk 5)) → Telephone Number

- *Listen for Dial Tone before dialling a Telephone Number.*
- *In case the number of Trunk Group is more than 10, you should enter 3 digits (e.g. 011 : Group 11) after dialling "804". Ask your Supplier more details.*

Place an Intercom Call

Extension Number ? ? ?

- *Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialling "1" changes voice/ring mode. (in case the destination is Key Telephone)*

Placing Calls Quickly

Abbreviated Dialling <for Outside>

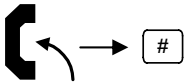
Common Abbv. → * → Common Abbv. Bin ? ? ?

Group Abbv. → 8 1 4 → Group Abbv. Bin No. ? ? ?

- *The digit of Bin No. depends on the system setting. (0-9 / 00-99 / 000-999)*
- *Telephone Numbers shall be pre-registered to the system.*
- *System setting is necessary for Group Abbv. function. Ask your Supplier for more details.*

Placing Calls Quickly

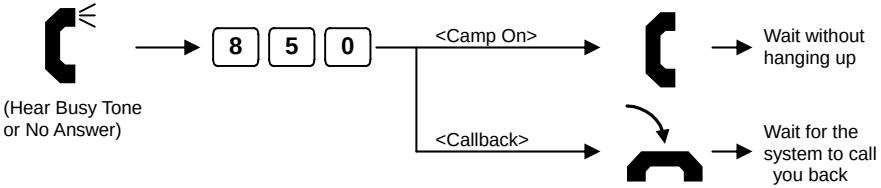
Last Number Dialling <for Outside / Intercom>



- *An Intercom Number can also be stored to LND. (System setting is necessary. Ask your Supplier.)*

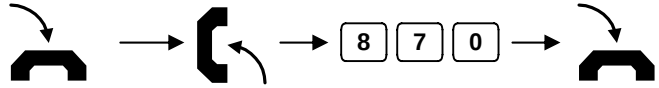
If your call doesn't go through…

Set Camp On / Callback



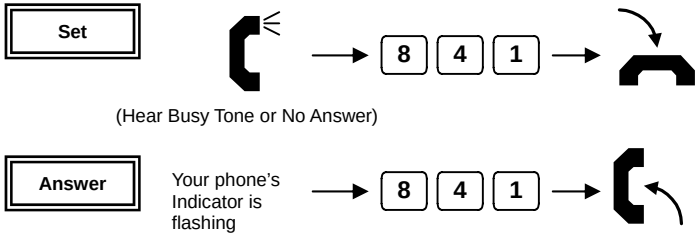
- *<Camp On>* *In case of Intercom Call, when you hear ringing, wait for the called party to answer.*
  In case of Outside Call, when you hear Dial Tone, begin telephone number dialling.
- *<Callback>* *In case of Intercom Call, when your phone starts the ringing, lift handset and wait for the called party to answer.*
  In case of Outside Call, when your phone starts the ringing, lift handset, hear Dial Tone, and begin telephone number dialling.
- *This function is applicable in case all trunks are busy condition. (not applicable for dialled outside party busy)*

Cancel Camp On / Callback



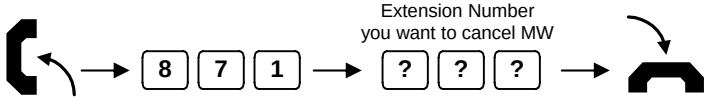
If your call doesn't go through…

Set / Answer a Message Waiting

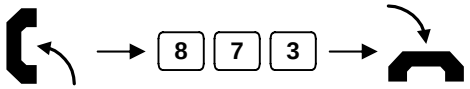


- *When you set a MW, the called party's Indicator starts to flash.*
- *When you answer a MW, the Indicator shall automatically be off when the called party answers.*

Cancel Message Waiting (Cancel Individually - at originated extension)



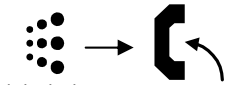
Clear all Message Waiting (at any extension)



- *Clear all messages (you have left for other extensions and messages other extension have left for you).*

Answering Calls

Answering an Outside / Intercom Call



- *Each incoming call can have specified ringing pattern respectively. Ask your Supplier.*